English 314 Unit #4 — Eportfolio Final Checklist

Submitting Your Eportfolio

The final draft of your eportfolio is due at 9:45 a.m. on Tuesday, December 15. (Note: Due to grading deadlines imposed by the university, I cannot grant exceptions to this deadline. Portfolios submitted after the deadline will not receive credit.) When your portfolio is finished, you will submit the URL and upload your memo of transmittal to the class website. Please make sure that your memo contains your full name (e.g., "Quinn Warnick Unit 4 Memo.doc").

Before You Submit Your Eportfolio

The following checklist will help you put the finishing touches on your eportfolio. Please note that these issues don't supercede the evaluation criteria contained in the original assignment sheet; they are included here to help you work through some minor issues that could detract from the overall effectiveness of your eportfolio.

❏ **Spelling and grammar.** The software programs you have been using to write the code for your eportfolio do not have effective spell-check functions. You should carefully review your site for spelling and grammar errors, and you may want to pair up with a classmate and review one another's sites. You may also want to copy and paste the text from your website into Microsoft Word and run the spell-checker.

❏ **HTML validation.** You can test your HTML and CSS pages for coding errors using online tools maintained by the World Wide Web Consortium (W3C). To test your site, copy and paste the URL of each HTML page into the W3C validator (http://validator.w3.org) to find any errors you may have made. The validator will tell you the line number for each error; you can then open the file in TextWrangler or Notepad++ and select "Show Line Numbers" to locate and correct the errors.

❏ **CSS validation.** The W3C operates a similar validator to check your CSS code for errors. Ideally, you should link all of your HTML files to a single CSS file, which the validator will find if you copy and paste the URL of any of your HTML files into the validator (http://jigsaw.w3.org/css-validator/). If you are using multiple CSS pages, you may need to test the pages individually.

❏ **Image size and proportion.** The images on your site should be saved at 72 pixels per inch, and they should be presented using their actual dimensions. To test your images, right-click on each image and select "view image," "view background image," or something similar (this will depend on your browser). If the image that appears is much larger than the image on your website, use Photoshop to resize the image and save it at the correct dimensions. Likewise, check each image to make sure it isn't stretched too tall or too wide. If your images are out of proportion, you may need to resize and resave the original image using the correct proportions.

❏ **Cross-browser compatibility.** Checking your site in multiple browsers on multiple platforms is a simple way to find out if visitors to your eportfolio are seeing the site the way you want it to look. In the Mac lab, test your site in Safari and Firefox. On a Windows PC, test your site in Internet Explorer, Firefox, and Netscape Navigator. There is a strong likelihood that your site will not look the same in all of these browsers. It is normal to see minor differences across several browsers, but if your site looks "broken" in any of these browsers, you may want to recheck your HTML and CSS code for possible errors.

❏ **Site Navigation.** Once you have uploaded your site to the public.iastate.edu server, check all of your links to ensure they are "active." As a general rule, you should have some type of menu that allows users to navigate among your major pages. To provide consistency, this menu should be the same on all of your pages. If you are linking to other websites, make sure that these links go where you want them to go.